

27 OCT 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Early Retirement

There has been no further activity on the draft regulation pending action by the Director. We are continuing our work on internal procedures, forms, etc. and are coordinating closely with the DD/P's representative on these.

2. Employee Activity Association -- Recorded Telephone Information

You will recall our proposal for establishing a recorded telephone service to provide general information on current Employee Activity Association programs. We have developed an experimental tape providing a report on the current events for which EAA ticket service is available and are ready to seek Office of Security concurrence in the use of this equipment. The basic installation (including reusable message drums) will cost \$16.50 per month which we propose be paid by the EAA.

We will be glad to play the demonstration tape for you. A more realistic demonstration of the service can be obtained by calling code 11-RELAX (7352) to hear the Pentagon recording. (For security reasons, our EAA phone would be for inside use only and could not be dialed from outside.)

3. Employee Activity Association -- Membership Drive

As you know, the membership drive for the EAA has been deferred pending resolution of problems surrounding participation of Clandestine Services personnel in the Association and its activities. Following a number of conferences, the Cover representative on the working group indicated that a report and recommendations would be made to the Chief, Central Cover. It is expected that the draft report will be made available during the week of 26 October for our informal review and discussion prior to submission to the Chief, Central Cover.

4. Management of Key Building Parking by Employee Activity Association

Office of Logistics, has informally consulted with the Chief, BSD regarding the possibility that the Employee Activity Association might undertake management of the inside parking at the new Key Building. We are considering the advantages and disadvantages of this possibility and whether it would be a worthwhile income-producing activity. If it appears feasible, certain legal consideration will still need to be resolved.

5. Flu Shots

During the recent program, 3671 employees received flu shots. The second inoculations (for those requiring them) and "make-up" day for those requiring booster shots will be scheduled about 7 or 8 December.

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NO CHANGE IN CLASS. (1)

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GROUP 1
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6. White House Details

The White House obtained 90-day extensions on the details of [redacted] (Clerk/Courier) and [redacted] (Clerk/Steno). [redacted] has indicated his desire to be returned to the Agency for permanent assignment and it has been agreed for him to do so as soon as a replacement can be provided.

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7. Problem Case -- [redacted]

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The case of [redacted] has been resolved with her scheduled reassignment 16 November 1964 to the ID/S&T area. The Legislative Counsel has been advised.

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8. Briefing of NSA Officials on Agency's Career Service System

The Chief and Deputy Chief, Plans and Review Staff briefed a group of National Security Agency officials on 22 October 1964 regarding the operation of our Career Service System. The briefing, requested by NSA, was scheduled for 30 minutes but questions and discussion extended the meeting for an additional two hours. The NSA officials represented a task force currently studying NSA's personnel management system.

9. Fund Drive

As of close of business 23 October 1964, [redacted] cards had been returned with [redacted] pledges totaling \$156,553.69 -- 113 per cent of our goal.

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10. Exercise Room

During the week of 19 - 25 October 1964, the number of participants using the Exercise Room was only three more than the preceding week, up to 160 from 157. However, we had a new high of 44 for a single day's participation. This is 4 more than the previous high.

As of 25 October we have 21 IOU's which total \$6.10. Some of these are for only 10¢ and many are for less than 35¢.

On 22 October, participants of the Exercise Room were told that they could leave their gym clothes in the nylon bags in the area; as of 25 October, 27 individuals have taken advantage of this offer. Each individual has been told that this is an experiment which may be changed later on.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

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